

PAKISTAN AGRICULTURAL RESEARCH COUNCIL

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**PENSION PAPERS**

Mr./Dr./Mrs/Miss

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PERMANENT ADDRESS

(for contact in future)

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N.B: Please read carefully the instructions contained in the guide for retiring Government Servants, Manual of Pension Procedures and PARC Pension Hand Book etc.

In the case of family pension for death while in service Page-2 will not be filled in and page-3 will be applicable.

PART-I

(To be filled in and signed by the applicant himself)

APPLICATION FOR PENSION AND /OR GRATUITY / COMMUTATION  
(Submitted in Section (1) or (2) as applicable)

SECTION (1)

TO

The Director,  
Personnel Administration/  
Centre/Institute/Project,  
Pakistan Agricultural Research Council,  
Islamabad

Sir,

I have the honour to say that I am due to retire/have retired/have been permitted to retire from the Council's service w.e.f. \_\_\_\_\_ I therefore, requested that the pension/gratuity admissible under the rules may kindly be sanctioned to me.

2 I declare that I have neither applied for nor received and pension or gratuity from any portion of this service, nor shall I submit any application hereafter without quoting a reference to this application and to the orders which may be passed on it.

3 Should the amount of the pension and / or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the regulation, I hereby undertake to refund any such excess.

4 I wish to commute \_\_\_\_\_ my pension to the extent of Rs. \_\_\_\_\_ p.m. for which the prescribed application form is enclosed.

5 I wish to draw my pension through \_\_\_\_\_ (Bank)  
(Also quote your Bank Accounts No. \_\_\_\_\_)

6 The following documents, duly attested are enclosed: -

- i) Three specimen signature of mine
- ii) Three photographs of mine
- iii) My thumb and finger impression on prescribed form.
- iv) Declaration for the grant of anticipatory pension.
- v) National Identity Card (Photocopy)
- vi) List of family members.

Yours Obedient Servant,

\_\_\_\_\_  
Signature

S/o, D/o, W/o \_\_\_\_\_

Post held on the date of retirement \_\_\_\_\_

Dated \_\_\_\_\_ Postal Address \_\_\_\_\_

**SECTION (2)**

TO

The Director,  
Personnel Administration/  
Centre/Institute/Project,  
Pakistan Agricultural Research Council,  
Islamabad

Sir,

I have the honour to say that my \_\_\_\_\_ named \_\_\_\_\_ who was serving as \_\_\_\_\_ expired on \_\_\_\_\_. I, therefore, request for family pension admissible under the rules may please be sanctioned to me.

2 I declare that I have neither applied for nor received any family pension.

3 Should the amount of family pension granted to me afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

4 I wish to draw my pension through National Bank of Pakistan (Also quote your Bank Account No. \_\_\_\_\_)

5 The following documents duly attested are enclosed: -

- i) Three specimen signature of mine/two sets of my thumb & finger impressions.
- ii) Three photographs of mine
- iii) Certificate to the effect that I am Pardah observing lady.
- iv) Declaration for the grant of anticipatory pension.
- v) National Identity Card (Photocopy)
- vi) List and particulars of family members
- vii) Descriptive roll
- viii) Non-marriage/non separation certificate (in case of widow)

Yours faithfully,

\_\_\_\_\_  
Signature

Dated \_\_\_\_\_ Address: widow/husband etc of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Not applicable in the case of pardha observing lady.

**Section (3)**

**FORM-A**

**COMMUTATION OF PENSION**

**Form of Application**

I, \_\_\_\_\_ desired to commute  
Rs. \_\_\_\_\_ of my pension of Rs. \_\_\_\_\_ a month. I certify  
that I have answered correctly each and all of the questions below: -

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

<u>Questions</u>	<u>Answers</u>
1. What is the date of your birth?	
2. How much of your pension do you wish to commute?	
3(a) Have you already commuted a portion of your pension? 3(b) Has any application form you for commutation of pension ever been rejected or have you ever accepted declined to accept commutation of pension on the basis of an addition of years to your actual age recommended by the medical authority?	
4) If you are already drawing your pension, quote the number of your pension payment order?	
5) Through which bank do you draw or propose to draw your pension and commutation money? Quote bank account number	
6) Without prejudice to the discretion of the sanctioning authority from what date approximately do you wish this commutation to have effect?	
7) At what station (near the area in which you are ordinary residing) would you prefer your medical examination to take place?	

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Note: The commutation will be effective from the date of this application form if made within one year from the date of retirement.

PAKISTAN AGRICULTURAL RESEARCH COUNCIL

PART-II

(To be completed by the Centre/Project receiving the application for pension)

(APPLICATION BOTH IN THE CASE OF RETIRING PENSION AND FAMILY  
PENSION WHEN THE EMPLOYEE LIES WHILE IN SERVICE)

Section (1)

PARTICULARS OF APPLICANT

1) Name of employee \_\_\_\_\_

2) Father's/Husband's Name \_\_\_\_\_

3) Nationality \_\_\_\_\_ C.N.I.Card No. \_\_\_\_\_

4) Postal Address \_\_\_\_\_

5) Post held on the date of retirement/death \_\_\_\_\_

6) Date of birth \_\_\_\_\_

7) Commencement of service \_\_\_\_\_  
Date of retirement /Death \_\_\_\_\_  
(Application for pension \_\_\_\_\_)

8) Length of service

<u>Organization/Govt.</u>	<u>From</u>	<u>To</u>	<u>Period</u>		
			Y	M	D

Total \_\_\_\_\_

9) Date of commencement & ending of each spell of Military Service

<u>From</u>	<u>To</u>	<u>Period</u>		
		Y	M	D

Total \_\_\_\_\_

10) Govt/Organization under which service has been rendered in chronological /  
order:

<u>Organization/Govt.</u>	<u>From</u>	<u>To</u>	<u>Period</u>		
			Y	M	D

Total \_\_\_\_\_

- 11) Class of pension or gratuity applied for \_\_\_\_\_  
 12) Average emoluments/last pay drawn of the post \_\_\_\_\_  
 held on regular basis  
 13) Proposed gross pension/gratuity \_\_\_\_\_  
 14) Proposed family pension \_\_\_\_\_  
 15) Proposed value of commutation \_\_\_\_\_  
 16) Proposed net pension \_\_\_\_\_  
 17) Date from which pension is to commence \_\_\_\_\_  
 18) Pension payable at the National Bank of Pakistan \_\_\_\_\_  
 Branch \_\_\_\_\_ in Account No. \_\_\_\_\_

Signature of Head of Centre / Project  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_

\* Entries No. 1, 2, 3, 4 should be made in capital letters.

**Section (2)**

**CALCULATION OF QUALIFYING SERVICE**

Total length of service as per col. of Section (1)

Non-qualifying service

From \_\_\_\_\_ to \_\_\_\_\_ Period \_\_\_\_\_

<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Period</u></b>		
		<b><u>Y</u></b>	<b><u>M</u></b>	<b><u>D</u></b>

- i) Extra ordinary leave
- ii) Suspension not followed by reinstatement
- iii) Period of breaks in service if break is not condoned
- iv) Unauthorised absence

Total (i) to (iv) \_\_\_\_\_

Net qualifying service \_\_\_\_\_

Add

**PERIOD**

<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Y</u></b>	<b><u>M</u></b>	<b><u>D</u></b>
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- i) Former period of service counted for pension
- ii) Benefit of condonation of deficiency in service
- iii) Any other addition to qualifying service

Total (i) to (iii)

Total qualifying service

**Section (3)**

Calculation of “Average Emoluments@ Statement of emoluments during the last 12/36 months.

Period		Duration in months & days		Monthly Rate of Emoluments		Amount Drawn	
From	To	M	D	Rs.	Ps.	Rs.	Ps.

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Total emoluments 12/36 months are  
Rs. \_\_\_\_\_

Therefore “Average Emoluments” work out to Rs. \_\_\_\_\_

**Section (4)**

**CALCULATION OF PENSION / GRATUITY**

- |       |  |       |
|-------|--|-------|
| i)    | Length of total qualifying service   | _____ |
| ii)   | Emoluments / Average Emoluments/<br>last pay drawn of the post held on<br>regular basis  | _____ |
| iii)  | Amount of gratuity (in case where<br>qualifying service is 5 years or more<br>but less than 10 years   | _____ |
| iv)   | Amount of gratuity on discharge from<br>temporary service where qualifying<br>service is 10 years or more but less than<br>25 years                    | _____ |
| v)    | Gross pension calculated up to 30 years<br>qualifying service  | _____ |
| vi)   | Benefit to the extent of 2% of gross<br>pension for each extra years of service<br>beyond 30 years subject to a maximum<br>of 10% of the gross pension | _____ |
|       | Total:   | _____ |
| vii)  | Commutation  | _____ |
| viii) | Net Pension  | _____ |

**Section (5)**

**COMMUTED VALUE OF PENSION**

- |      |   |       |
|------|---|-------|
| i)   | Amount of pension to be commuted                            | _____ |
| ii)  | Age next birth day or 60 years in case<br>of superannuation | _____ |
| iii) | Rate of commuted value for every one<br>rupee               | _____ |
| iv)  | Commuted value of pension                                   | _____ |



**Section (6)**

**REMARKS BY HEAD OF CENTRE / PROJECT**

(To be completed only after receiving the pension application)

- 1) Character and past conduct of the applicant
- 2) Remarks regarding any gratuity or pension already by the applicant (see chapter –XXI of the CSR)
- 3) Specific remarks as to whether the service claimed is established and whether it should be admitted for pension or not (see Articles-912 (ii) and 917 (a) (ii) of CSR)
- 4) Any other remarks

Signature of Head of Centre / Project

**Section (7)**

**ORDERS OF THE SANCTIONING AUTHORITY**

1           The undersigned is satisfied that the service of Mr. /Mrs./Miss./Dr. \_\_\_\_\_ have been wholly satisfactory. The grant of full pension and / or gratuity which the Accounts Officer may find to be admissible under the rules is hereby sanctioned.

**OR**

The undersigned is satisfied that the service of Mr. /Mrs./Miss./Dr. \_\_\_\_\_ has not been wholly satisfactory, it has been decided that the full pension and / or gratuity found by the Accounts Officer to be admissible under the rules should be reduced by the specific amounts or percentages given below:

- Amount or percentage of reduction in \_\_\_\_\_
  - Amount or percentage of reduction in \_\_\_\_\_ gratuity.
- Sanction is hereby accorded to the grant of pension and / or gratuity as so reduced.

2           The payment of pension and / or gratuity may commence from \_\_\_\_\_. Before issuing the pension payment order, the Audit Officer may kindly ascertain whether the last pay and No Demand Certificate and / or No Demand Certificate has / have not been received with the Pension Papers, the Accounts Officer should issue PPO subject to the production of the last pay certificate and / or an undertaking at the time of first payment of pension/gratuity, by the pensioner, or his family (in case of his death) to the effect that any demand coming to the notice within a period of one year after the issue PPO would be recovered from him/her.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

PART-III  
(For use in the Accounts Department)

- i) The calculations contained in the preceding pages have been checked \_\_\_\_\_
- ii) Length of qualifying service accepted in Audit \_\_\_\_\_
- iii) Reasons for difference, if any, between this and the length of qualifying service worked out by the Department \_\_\_\_\_
- iv) Amount of pension \_\_\_\_\_
- v) Reasons for discrepancy, if any between this amount and that calculated by the department \_\_\_\_\_
- vi) Amount of family pension \_\_\_\_\_
- vii) Reasons for discrepancy, if any between this amount and that calculated by the department \_\_\_\_\_
- viii) Amount of commutation for the pension commuted \_\_\_\_\_
- ix) Reasons for discrepancy, if any between this amount and that calculated by the department \_\_\_\_\_
- x) amount of net pension payable \_\_\_\_\_
- xi) The pension will commence from \_\_\_\_\_
- xii) Allocation of the pension and gratuity \_\_\_\_\_

	<u>Pension</u>	<u>Gratuity</u>
Government of _____		
Government of _____		
Government of _____		
Defence Estimates _____		

Total: \_\_\_\_\_  
\_\_\_\_\_

- xiii) Anticipatory pension of Rs. \_\_\_\_\_ p.m. granted with effect from \_\_\_\_\_ vide PPO No. \_\_\_\_\_ under fule \_\_\_\_\_ to be adjusted in the final P.P.O
- xiv) Amount of original pension commuted.
- xv) Checked with the LPC and No Demand Certificate
- xvi) PPO issued vide No. \_\_\_\_\_ dated \_\_\_\_\_

(Accounts Officer Pension)

Checked and found correct.

Director (Accounts)

**PAKISTAN AGRICULTURAL RESEARCH COUNCIL**

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**DECLARATION FOR RECOVERED UNDER REVISED PENSION  
RULES, 1966**

I \_\_\_\_\_ do hereby give my consent any outstanding against me on the date of my retirement for which intimation may be received with one year after the issue of Pension payment order, being recovered from the pension and or gratuity in lump sum or in monthly installment and recoveries and accordingly.

Attested:

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

3 copies

**PAKISTAN AGRICULTURAL RESEARCH COUNCIL**  
**Directorate of Establishment**  
**(O&M Section)**  
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**DECLARATION FOR NON INDULGENCE IN POLITICS**

I, \_\_\_\_\_ do hereby solemnly affirm and declare that I will not take part in politics for two years after retirement.

Attested

Deponent \_\_\_\_\_

\_\_\_\_\_

**DECLARATION FOR NON INDULGENCE IN POLITICS**

I, \_\_\_\_\_ do hereby solemnly affirm and declare that I will not take part in politics for two years after retirement.

Attested

Deponent \_\_\_\_\_

\_\_\_\_\_

CERTIFICATE REGARDING THE RELATIONSHIP OF THE DEPENDENT  
FAMILY MEMBERS OF \_\_\_\_\_

\_\_\_\_\_

S#	Name	Age	Relationship with retired employee	Profession	Marital status

Signature of Claimant/Widow

Attested  
03 copies

SPECIMEN SIGNATURE, THUMB AND FINGER IMPRESSION CARD

1. Specimen Signature & Date \_\_\_\_\_  
\_\_\_\_\_

2. Thumb and Finger Impressions:

Thumb      Fore Finger      Second Finger      Third Finger      Four Finger

3. Certificate:

The above specimen signature / thumb and Finger Impressions of Mr. /  
Mrs. / Mst. \_\_\_\_\_  
was / were taken in my presence today on \_\_\_\_\_

Signature of attesting officer \_\_\_\_\_  
& Designation \_\_\_\_\_

Date \_\_\_\_\_  
03 copies

PAKISTAN AGRICULTURAL RESEARCH COUNCIL  
Directorate of Establishment  
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DECLARATION FOR GRANTING ANTICIPATORY PENSION UNDER CSR-922

Whereas the **Pakistan Agricultural Research Council, Islamabad** has consented provisionally, to advance to me a pension of Rs. \_\_\_\_\_ per month and a lump sum gratuity of Rs. \_\_\_\_\_ in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension and gratuity. I hereby acknowledge that, in accepting this advance. I fully understand that my pension and gratuity is subject to revision on the completion of necessary formal enquiries, and I promise to base no objection to such revision on the ground that the provisional pension and gratuity now to be paid to me exceeds the pension and gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension and gratuity to which I may be eventually found entitled.

Dated: \_\_\_\_\_

Signature of Retired Officer \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Witnesses:

i) Signature & Stamp \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ii) Signature & Stamp \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_